



YES	NO	10. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series? If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |              |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need            | _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

#### BBLUEPRINT, SPECIFICATION, AND CONSTRUCTION PROJECT FILES:

Cut-off file upon completion of facility, place in inactive file; cut-off inactive file at end of each calendar year, hold in inactive file area 2 years; then transfer to State Records Center, hold 18 years; then transfer Blueprints and Specifications to State Archives, destroy remainder.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	7/17/80	<i>[Signature]</i>	7-17-80
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	7-29-80
		Secretary of State/Designee	7-25-80
		Attorney General/Designee	8-13-80



**Joe B. Tanner**  
COMMISSIONER

**James H. Pittman**  
DIRECTOR

# Department of Natural Resources

OFFICE OF ADMINISTRATIVE SERVICES

270 WASHINGTON ST., S.W.

ATLANTA, GEORGIA 30334

(404) 656-2795

## STATE PARK FACILITY CONSTRUCTION FILE

Rationale: The engineering specifications, plans, and blueprints are record copies and are essential for agency personnel to inspect and service facilities with technical equipment such as swimming pool treatment, sewage disposal, and water distribution systems, or to remedy emergency situations at a facility which could disrupt the entire operation of a state park. The contracts are used to assure compliance with cost, construction, and operational agreements between the agency and contractor. The entire record series is used to determine the feasibility of and plan the construction of similar facilities at future state park sites.

STATE  
OF  
GEORGIAApplication for  
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE

3/3-16 Bx5<sup>1</sup>

1. Application Date	<b>INSTRUCTIONS</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. PHS - 1		Date Received DEC 18 1973	Date Completed JAN - 9 1974
3. AGENCY, Division, Subdivision & Administering Office Address Department of Natural Resources Parks and Historical Sites Division, Room 707H 270 Washington Street S.W. Atlanta, Georgia 30334		4. Person to Contact Mr. Thomas H. Massey	5. Working Title Assist. to Director
		6. Tel. No. 656-2758	

## 7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest  
Dates of Series  
1950-date

9. Exact Series Title

STATE PARK FACILITY CONSTRUCTION FILE

10. What is the function of the office in which this record series is created?

The Parks and Historic Sites Division is responsible for acquiring, preserving, and protecting natural, historical, recreational, and scenic areas of unique, irreplaceable statewide significance, and for establishing, developing, and operating state parks and historic sites that provide recreational and educational opportunities for the public.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: the construction and operation of facilities at State parks including rest rooms, concession stands, comfort stations, maintenance barns, group shelters, etc.

Included are: Blueprint and Specification File contains paper-bound 8 1/2 x 14 engineering specifications, and blueprints and plans for each facility. Construction Project File contains contracts for each facility which include bid tabulations; bids received from construction firms; advertisement for bids; warranty registration; contractor's warranty; certified mail receipts; Standard Form of Agreement Between Owner and Contractor (Form 31A); performance bond; payment bond; proposal form; change orders; architectural contract; contractor's certificate; State Purchase Orders and Requisitions; and related correspondence and printed material.

File is arranged by calendar year; thereunder alphabetically by name of State Park.

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	20	30		4	6
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)	
				30	
				This Year's	Last Year's
			AVERAGE DAILY REFERENCES	5	5
				5	5
				5	5

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain.

- |   |      |      |
|---|------|------|
|   | YES  | NO   |
| 13. Is this the Record Copy of the series?  | [XX] | [ ]  |
| 14. Is there a duplication of this series in another office or agency?  | [ ]  | [XX] |
| 15. Is the information contained in this series ever summarized or published?<br>Attach copy of summary or publication.   | [ ]  | [XX] |
| 16. Does the series contain classified information requiring security handling?   | [ ]  | [XX] |
| 17. Does the series initiate, amend or terminate agency policies and procedures?  | [ ]  | [XX] |
| 18. Could the function be performed if the files were lost or destroyed?  | [XX] | [ ]  |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why?  | [ ]  | [XX] |
| 20. Does the record series provide data as input to an EDP file?  | [ ]  | [XX] |
| 21. Does the record series contain documentation produced as EDP printout?  | [ ]  | [XX] |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? (retain 3 years after completion of facility on federally funded projects) | [XX] | [ ]  |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what?   | [XX] | [ ]  |

24. REQUIREMENTS. The following requires the files to be kept Permanently ~~XXXXXX~~

- a. [ ] STATE LAW    b. [ ] STATUTE OF LIMITATION    c. [ ] AUDIT PERIOD    d. [ ] FEDERAL LAW    e. XX ADMINISTRATIVE DECISION    f. [ ] HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each -[ ] CALENDAR YEAR -[ ] FISCAL YEAR -[ ] OTHER (see below), then:

**A. Blueprint and Specification File**

Place in inactive file upon completion of facility.  
Cut off each calendar year.  
Hold in current files area 2 years.  
Retire to Archives for permanent retention.

**B. Construction Project File**

Place in inactive file upon completion of facility.  
Cut off each calendar year.  
Hold in current files area 2 years.  
Transfer to State Records Center; Hold 18 years; Destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks)  
(see attached sheet)

Records Management Officer (Signature) <u>J. M. Pearson</u>	Date <u>12/17/73</u>	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:  <div style="border: 1px solid black; padding: 5px; display: inline-block;">                     STATE RECORDS COMMITTEE                 </div>		Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<u>[Signature]</u> <u>12/17/73</u>
		State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<u>[Signature]</u> <u>1-7-74</u>
		Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<u>[Signature]</u> <u>1-4-74</u>
		Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<u>[Signature]</u> <u>1-7-74</u>
		[ ] Approved [ ] Disapproved	[ ]